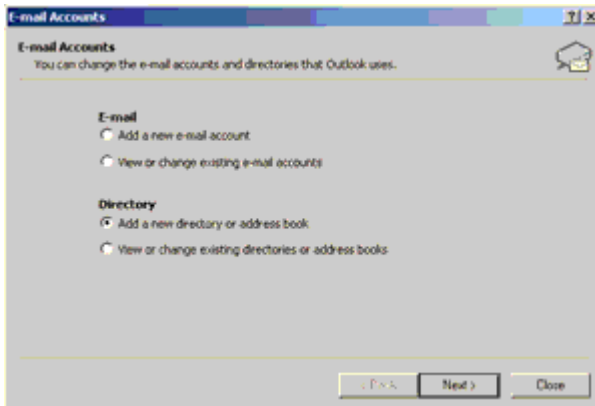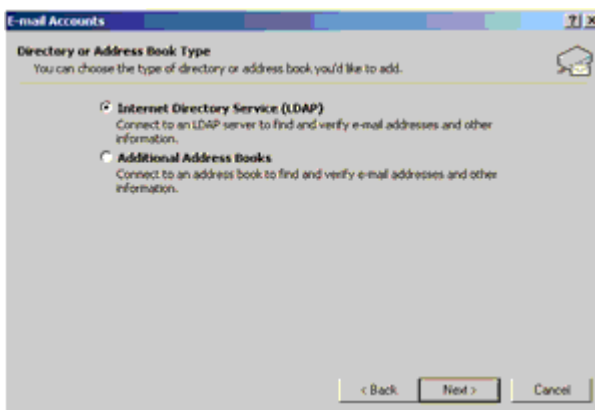# Configuring Outlook XP LDAP Directory Services

On the menu bar, click **Tools**, drop down to **E-Mail Accounts**.
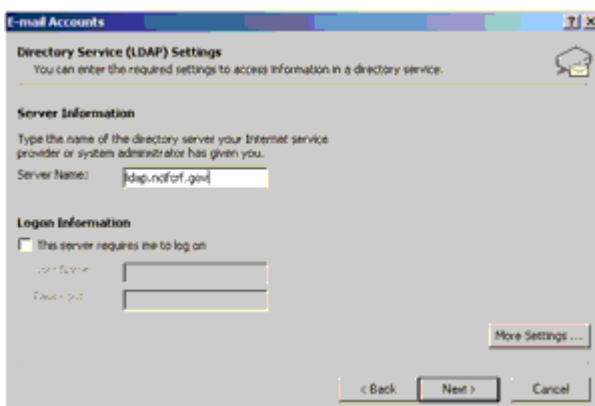
Select **Add a new directory or address book**.

Click **Next**.
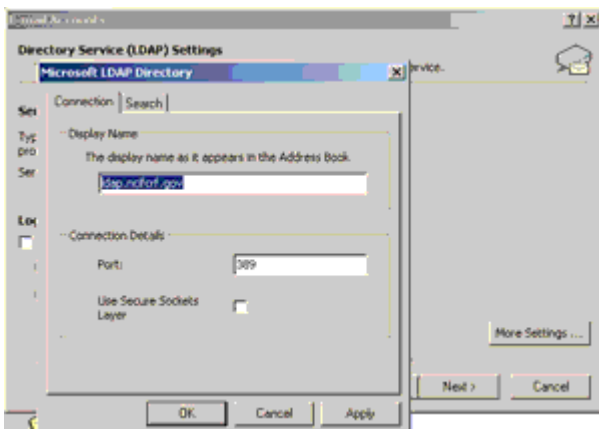
Select **Internet Directory Service (LDAP)**.

Click **Next**.

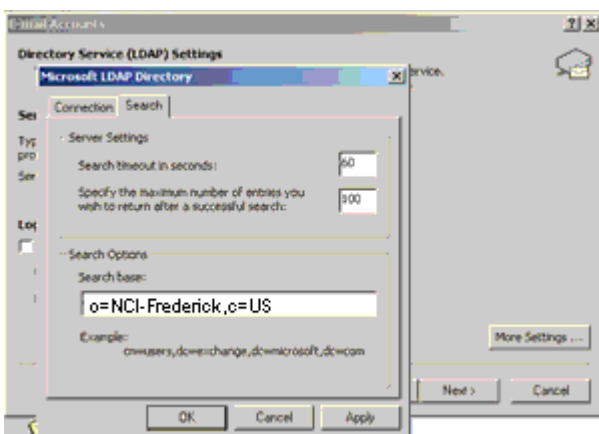Under server information fill in the following address:

ldap.ncifcrf.gov

Click **More Settings...**

Under the **Connection** tab, be sure the **Port** number under **Connection Details** is **389**.
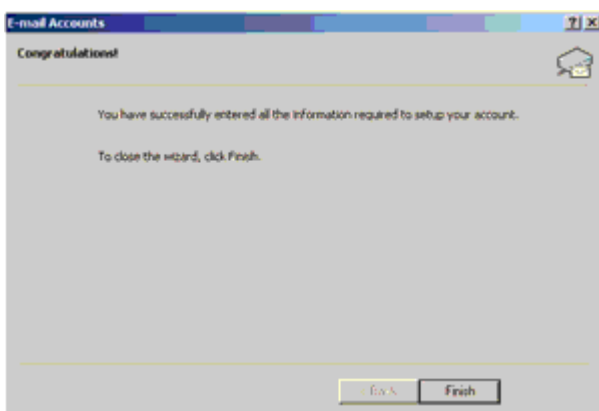
Click the **Search** tab.

Under **Search Options**, fill in the following for **Search base**:

o=NCI-Frederick,c=US

Click **Apply**, then **OK**.

Click **Next**.

You are now finished configuring your address book for Outlook XP.

Click **Finish**.